

# THE AMERICAN LEGION

## DEPARTMENT OF GEORGIA



**MEMO:** To all eligible Legionnaires, Posts, and Districts who receive any kind of papers checks from the Department of Georgia

**Effective August 1, 2024**, all payments made to Legionnaires, Post, and Districts for any reason will be paid as a direct deposit into your Personal, Post, or District bank account. If you are a Post and receive a refund for your members who pay their membership dues directly on-line through [mylegion.org](https://mylegion.org), you will also receive an email with the names of the members whom the refund is credited.

The process for initiating this policy should begin with each individual/post/district submitting to the Department their bank routing number and account number in one of the following methods:

1. Send to the Department, attention of Diana Calvert, a blank check with the word VOID written on the check. The Department will extract the necessary information, establish your direct pay information, and destroy the blank voided check.


- a. American Legion Dept of Georgia
- b. 3035 Mt Zion Rd
- c. Stockbridge, GA 30281-4101

OR

2. Make a copy of a blank check with the word VOID written on the face, scan and email the image to the attention of Diana Calvert using the Department email address [info@georgialegion.org](mailto:info@georgialegion.org). The Department will extract the necessary information and set up the direct pay process.

3. If you do not have a paper check available, please email the routing number, and bank account number of your account and it will be used. Please be cautious when doing this and make sure the numbers are correct for your account. The Department will not be responsible for incorrect numbers submitted.

After August 1, 2024, there will be no physical checks mailed. To ensure there is no delay in receiving payments, please provide the Department with the necessary information as soon as possible.

  
Melvin Weaver  
Commander, Dept. of Georgia  
May 20, 2024